

Capistrano Unified School District

Children and Families Commission Of Orange County

California Children and Families Commission School Readiness Program Phase 1A Application

October 15, 2001

SCHOOL READINESS PROGRAM DIRECTORY INFORMATION
(SCHOOL READINESS PROGRAM PROFILE)

Briefly summarize the major elements of each School Readiness Program (or System). Your summary will provide an overview for reviewers and be included in the School Readiness Programs Directory.

County Commission: Address: Phone: FAX:	Contact: Susan McGill Title: Executive Director, Elementary Operational Services School Readiness Program : CUSD Learning Link Street: 32972 Calle Perfecto City/Zip: San Juan Capistrano, CA 92675 Phone: (949) 489-7432 FAX: (949) 489-0467 E-Mail: smcgill@capousd.k12.ca.us				
School District/School	Enrollment	Grades	School District/School	Enrollment	Grades
Capistrano Unified School District/ Las Palmas Elementary School	765	K-6			

Community Characteristics	The target population of Las Palmas Elementary School resides in San Clemente, Orange County. The city is located in the south region of the county, making many county resources inaccessible to families without cars. The community, made up mostly of Mexican Immigrants, reports a 75% poverty rate. Eighty-nine percent of students at Las Palmas Elementary School are limited English speakers and 75% of all students are scoring below the 50 th percentile on Stanford 9 tests. The school's parent community has been receptive to programs for their families and many parents are school volunteers. Currently, there are 450 children ages 0-5 among the families at Las Palmas Elementary School.
Services and Programs (5 Essential and Coordinated Elements)	This pilot program will support the <i>CUSD Learning Link: A School Readiness Assessment and Interactive Center</i> . Housed in a classroom at Las Palmas Elementary School, this program will provide an accessible, creative learning environment to enhance the school readiness skills of children ages 0-5 and train parents to become their child's first teacher. The center will incorporate all 5 "Essential Elements" by providing academic learning activities aligned with Early Care & Education and district standards, parent education and leadership development, a nurse/case manager to screen, refer, & educate families, and a speech pathologist to screen children & provide language acquisition activities. Additionally, administrative support will be provided to oversee staff development, facilitate a Learning Link Advisory Committee, data track, and evaluate the program. All activities will be culturally and linguistically appropriate to the targeted population and will include services for children with disabilities and special needs. The Learning Link will serve approximately 250 children and their parents.

Collaborative Partners	<p>The following is a list of collaborative partners that will serve on the Learning Link Advisory Committee and/or offer their services to the center:</p> <ul style="list-style-type: none"> • Christine Carpenter, Supervisor, CUSD Family Resource Center • Beverly de Nicola, Principal, CUSD Community Education • Lupe Martinez, Director, CUSD Early Childhood Education • Doug Kramer, Principal Las Palmas Elementary School • Carmen Alvarez, Community Liaison Las Palmas Elementary School • Carol Browne, Supervisor, CUSD School Readiness Initiative Program • Dennis Roberson, Executive Director, CUSD Health Services • Jackie Campbell, Director, CUSD English Language Development Center
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Part III: Participating School(s) - Capistrano Unified School District (Orange County)

Schools: Please list the names and CDS codes of all the schools included in the School Readiness Program/System. Each school should be a qualifying (i.e., high priority) school per the Guidelines for the RFF. (Note: The first school listed on this form may be used by CCFC for the purpose of Application identification.)

CDS Code*	District and School	Enrollment	Grade Span	% students eligible to receive free or reduced-price meals	% enrolled students that are English Language Learners	** Current II/USP or CSRD school or IASA Schoolwide	Current API (Academic Performance Index)
66464 6027601	Capistrano Unified School District Las Palmas Elementary School	765	K-6 th Grade	89%	70.64%	IASA Schoolwide	536
				%	%		
				%	%		
				%	%		

* CDE County (2 digits) - District (5 digits) - School (7 digits) coding system as published in the California Public School Directory. (Example: 01 61119 Alameda Unified 6110779 Bay Farm Elementary). Other terms are defined in the Guidelines to the RFF.

** II/USP (Immediate Intervention/Underperforming Schools Program) designates involvement in California's education improvement program; CSRD (Comprehensive School Reform Demonstration) designates involvement in the federal education improvement program; IASA (Improving America's Schools Act) schoolwide projects refers to Title I schools that develop a schoolwide plan for education improvement rather than focusing services on individually identified students.

COLLABORATIVE PARTNERS
School Readiness Programs Application - *Capistrano Unified School District*

Name/Title	Signature (Optional)	Agency and Address	Phone/Email
Christine Carpenter, Supervisor, Family Resource Center		Capistrano Unified School District - Family Resource Center 33081 Calle Perfecto San Juan Capistrano, CA 92675	(949) 489-7145 cacarpenter@capousd. k12.ca.us
Beverly deNicola, Principal, Community Education		Capistrano Unified School District - Community Education 31422 Camino Capistrano San Juan Capistrano, CA 92675	(949) 489-7320 bdenicola@capousd.k12.ca.us
Lupe Martinez, Director, Early Childhood Education		Capistrano Unified School District - Early Childhood Education 32861 Calle Perfecto, Ste. A San Juan Capistrano, CA 92675	(949) 234-5341 lmartinez@capousd.k12.ca.us
Doug Kramer, Principal Las Palmas Elementary School		Capistrano Unified School District- Las Palmas Elementary School 1101 Calle Puente San Clemente, CA 92672	(949) 489-7317 dkramer@capousd.k12.ca.us
Carmen Alvarez, Community Liaison Las Palmas Elementary School		Capistrano Unified School District- Las Palmas Elementary School 1101 Calle Puente San Clemente, CA 92672	(949) 489-7317
Carole Browne, Supervisor School Readiness Initiative Program		Capistrano Unified School District- School Readiness Initiative Program 26891 Spring Street, Suite B San Juan Capistrano, CA 92675	(949) 489-7331 cbrowne@capousd.k12.ca.us
Dennis Roberson, Executive Director, Health Services		Capistrano Unified School District- Health Services 32901 Calle Perfecto, Ste. B San Juan Capistrano, CA 92675	(949) 489-7197 droberson@capousd.k12.ca.us
Jackie Campbell, Director English Language Development Center		Capistrano Unified School District - English Language Dev. Center 31351 El Camino Real San Juan Capistrano, CA 92675	(949) 489-7431 jcampbell@capousd.k12.ca.us

**School Readiness Pilot Program
Capistrano Unified School District**

C. Narrative Description**1. Program Description**

1a. Provide an overview of the School Readiness Program/System, including communities to be served.

Program Overview:

Capistrano Unified School District (CUSD) will begin a School Readiness Pilot Program, titled ***CUSD Learning Link: A School Readiness Assessment and Interaction Center*** at Las Palmas Elementary School. The Learning Link is an interactive center for parents and their children ages 0-5. It will be housed in an empty classroom adjacent to the school's preschool program.

The goal of the program is to provide an accessible and creative learning environment that helps young children to be more academically prepared for Kindergarten and teaches parents to become their child's first teacher.

The Learning Link center will improve early childhood development by providing various academic learning stations for children and parents to participate in, as well as educational toys to stimulate children's minds and encourage parent/child dialogue and interaction. Center activities will consist of art projects, fine/gross motor development activities (such as play-dough projects and a pathway to ride/push cars and carts), a library with English and Spanish books, a language station, a health station, and a section for infants. Other stations will be added throughout the year based on the needs of the clientele. All activities will align with Early Care and Education standards as well as district standards.

Five key staff members will be a part of The Learning Link Program: a part-time Administrator, an Education Consultant, a full-time Coordinator, a part-time Nurse/Case Manager, and a part-time Speech Pathologist. The Coordinator will set up stations and interact daily with parents and children. The Nurse/Case Manager will administer health screenings as well as make sure all families are up to date with their immunizations and wellness checks. The Speech Pathologist will screen each child for language delays and deploy language development services. The Learning Link Administrator will monitor program effectiveness, track data, supervise staff, and oversee public relations. A Consultant who has helped CUSD serve the age 0-5 population will help set up the program, leverage outside funds, track data on progress of participating families, and evaluate the program.

The Learning Link Program will operate from 8am-2pm Monday through Friday and will align with the school's calendar. Occasionally, the center will host weekend events to service working parents and their children who might otherwise not be able to participate. There will be at least two Learning Link staff members in the center at all times. Center services will be free of cost to parents and children, with the stipulation that parents provide information for data tracking and allow Learning Link staff to screen their child for health and language delays.

Community Description:

Many of the families in the Las Palmas neighborhood survive on day worker's pay or make a living by working as maids in local hotels. This community, made up mostly of Mexican immigrants, reports a 50% poverty rate compared to a 5% rate throughout the remaining district.

The school reports an increase in Kindergarten special education referrals and in children showing limited skills upon entrance. The number of social service and police incidents continues to increase as well. Additionally, Las Palmas Elementary's population has a 75% poverty rate, 89% of students are limited English speakers, and 75% of students are scoring below the 50th percentile on Stanford 9 tests. Health data such as immunization rates and asthma rates has not been tracked in this community. The Learning Link staff intends to assess community health needs and gather more data.

Las Palmas Elementary's population consists largely of a growing number of low-income, at-risk families residing in San Clemente. The ethnic groups consist of 82% Hispanic, 17% Anglo, and 1% African American. Currently, Las Palmas preschool's attendance is at full capacity with 96 students. There are 450 children eligible for the Learning Link schoolwide, including the preschool students and their siblings ages 0-5. CUSD estimates that at least 250 of these children will participate in the Learning Link program.

With the elementary school located in the "deep south" region of Orange County and few parents owning cars, the community remains isolated from many county resources that are concentrated to the north. For this reason and the fact that Las Palmas Elementary is one of CUSD's lowest performing schools, it is a location where the Learning Link can have great impact. Additionally, the availability of an empty classroom adjacent to the preschool provides a convenient, highly visible location for the Learning Link. This pilot program enables CUSD to help the underserved children of Las Palmas learn the links necessary to succeed in their academic careers.

1b. What are the strengths and needs of the families and communities served by the targeted schools?

A cadre of educators and community members were involved in gathering data to better understand the Las Palmas families as well as the surrounding areas. The CUSD Family Resource Center Coordinator, the CUSD Community Education Principal, the CUSD School Readiness Initiative Program Supervisor, the Las Palmas Principal and Community Liaison, CUSD Preschool and Kindergarten teachers, and Las Palmas parents have all contributed to the identification of the strengths and needs of the targeted population. Surveys, test data, and the number of special education referrals were also reviewed.

Targeted Children and Families:

The Learning Link's target population, families with children ages 0-5, have many struggles, including overcrowded housing, low wages, a low level of education, and isolation due to a language barrier and lack of transportation.

CUSD Kindergarten assessments and teacher surveys show that many parents do not know how to interact with their child in a manner that prepares infants, toddlers, and preschoolers for Kindergarten in the United States. The following list denotes problems seen among families with incoming Kindergartners at Las Palmas Elementary:

- Parents' verbal interaction with their child is limited in English *and* Spanish. As a result, incoming Kindergartners have low verbal skills in both languages.
- Parents do not take on the role of their child's first teacher and are not aware of the academic expectations in Preschool and Kindergarten.

- Most families new to the school system lack the ability to detect early signs of developmental delays in their child. This prohibits many children from receiving early intervention services.

The Learning Link program is designed to provide parents with an understanding of school readiness and in turn help them support the early development of their child.

The primary strength of this target community is that parents are eager to help educate their child. Currently, the Las Palmas state-funded preschool is full, with many children on a waiting list. History has shown that the Las Palmas parents are hard-working and dedicated to their children. Additionally, the children are enthusiastic about school and have a great ability to combine their two cultures.

School Community:

The Las Palmas school community has a diverse cultural and socio-economic population. The school's Two-Way Immersion Program teaches English speakers Spanish and Spanish speakers English in the same classroom. The combination of the two languages and cultures has bred an appreciation for differences. Community members have used their skills as an opportunity to enrich students' global perspective. For example, a teacher and parent volunteers teach a traditional Mexican dance, *Ballet Folk Lorico*, to students. The dancers have performed for various school, city, and county events. Additionally, parents eagerly adopted the use of school uniforms, are very compliant with all requirements, and many are school volunteers.

Several families receive WIC (Women, Infants and Children) assistance, and 89% of students are on the free or reduced-cost lunch program. Not only do these families need academic screening and educational support, including language development opportunities, but they also need help to access preventive medical and dental care in a timely manner. . The isolation of this San Clemente community makes it challenging for parents to tap into community resources and services. The Learning Link will provide needed services to Las Palmas families at no cost.

The childcare centers surrounding the Las Palmas community consist of:

- 4 preschool classes at Las Palmas Elementary
- 3 private/religious affiliated preschools
- 1 parent co-op preschool
- 2 home childcare providers

CUSD intends to establish collaborations with outside preschools and home childcare providers. This will enable the Learning Link to serve more of the Las Palmas Elementary community. It will also give the Learning Link staff a better understanding of the strengths and weaknesses of the community's childcare system.

1c. What results are expected for children and families?

CUSD's Executive Director of Elementary Operations, Las Palmas Elementary's Principal and Community Liaison, and the CUSD School Readiness Coordinator developed the following objectives and outcomes. The Las Palmas Parent Teacher Association (PTA) and School Site Council will review the objectives and outcomes and provide feedback.

CUSD Learning Link Services and Results		
5 Essential Elements	Learning Link Objectives	Learning Link Outcomes
Early Care and Education	<i>Objective 1:</i> Provide a quality, academic learning center for children 0-5 that is	<i>Outcome 1:</i> Improve the school readiness skills of 250 children in the school community.

	linguistically and culturally appropriate. <i>Objective 2:</i> Provide parent education and a comprehensive referral system. (this objective is also linked to “Parenting/Family Support” below)	<i>Outcome 2:</i> 70% of Learning Link parents will become more active in educating their children and preparing them for Kindergarten. <i>Outcome 3:</i> 25% increase in community resources used by Las Palmas parents.
Parenting/Family Support	<i>Objective 3:</i> Provide language acquisition activities for parents and children as well as refer parents to CUSD’s CAFÉ program.	<i>Outcome 4:</i> 70% of Learning Link parents will participate in educational programs within the center or the community.
Health and Social Services	<i>Objective 4:</i> Provide health screenings and case management for all Learning Link participants. <i>Objective 5:</i> Develop a comprehensive referral and tracking system for Learning Link families.	<i>Outcome 5:</i> Increase number of children with up-to-date immunizations, dental examinations, & wellness checks. <i>Outcome 6:</i> Increase identification of children with delays or special needs and provide early intervention treatment. <i>Outcome 7:</i> 20% of Learning Link families will utilize CUSD’s FRC’s counseling, nutrition, education, and crisis intervention services.
School Capacity	<i>Objective 6:</i> Expand articulation between Preschool & Kindergarten teachers regarding curriculum, transition into K, standards, health assessments, referrals to the Learning Link, special needs assessments, and school readiness.	<i>Outcome 8:</i> 75% of Las Palmas students entering Kindergarten will be more academically ready for school according to Primary Assessment scores and will have undergone health and language screenings.
School Readiness Program Infrastructure and Administration	<i>Objective 7:</i> Set-up Learning Link center at Las Palmas Elementary. <i>Objective 8:</i> Provide ongoing training for Learning Link staff through CUSD’s Professional Development Academy and the California & Orange County Association of the Education of the Young Child yearly conferences. <i>Objective 9:</i> Develop a Learning Link Advisory Committee for community input, collaboration, and leadership development. <i>Objective 10:</i> Develop an internal referral system to increase service accessibility. <i>Objective 11:</i> Develop a data tracking system and a comprehensive evaluation plan.	<i>Outcome 9:</i> The Learning Link will be staffed and ready for operation by Dec. 2, 2001. <i>Outcome 10:</i> 100% of Learning Link staff will be trained in early childhood development, in community resources available, & in appreciation of the Hispanic culture. <i>Outcome 11:</i> Community collaboration will increase 20% through the Learning Link Advisory Committee meetings. <i>Outcome 12:</i> Increase identification of high need parents and children who will be referred for services. <i>Outcome 13:</i> 100% of Learning Link families will be tracked and their progress recorded for yearly evaluation of program for county.

2. Services and Partners

2a. What strategies and partners are currently in place that address the 5 “Essential Elements”?

The following programs have been successfully implemented into the district. Collaboration with these programs will serve to significantly enhance the Learning Link center.

5 Essential and Coordinated Elements for School Readiness	Partners	Strategies
Early Care and Education	<ul style="list-style-type: none"> CUSD Early Childhood 	<ul style="list-style-type: none"> Currently serving 96 three, four and five-year-old

	<p>Education</p> <ul style="list-style-type: none"> • CUSD Community Education • CUSD English Language Development Program 	<p>children in four State funded preschool classes with the inclusion of Special Needs students. <i>*Note: All teachers hired possess a Children's Center Permit.</i></p> <ul style="list-style-type: none"> • Parenting classes (Teen Parent, Mommy and Me) • Language Assessment Center • Translator/Interpreter as needed. • Site and classroom support.
Parenting/Family Support	<ul style="list-style-type: none"> • CUSD Family Resource Center • CUSD Community Education 	<ul style="list-style-type: none"> • Provides parent education, counseling services, educational workshops, family support services and referrals. Collaborators: Camp Fire Boys and Girls, Community Service Programs, Inc., CUSD Early Childhood Education Department, CUSD Community Education Department, Laura's House and Mission Hospital. • Two CAFÉ (Free English classes) classes are held on the Las Palmas campus to increase family literacy and language acquisition. One hundred adults are currently participating in this program. Free childcare is available. • Various computer classes are offered at the nearby Adult Education Center to assist parents with employment skills. • Two English/Citizenship classes are offered on the Las Palmas campus to assist parents with instruction on U.S. History, filling out forms, and preparing for the interview.
Health and Social Services	<ul style="list-style-type: none"> • CUSD Health Services • CUSD Special Education Services • CUSD Family Resource Center 	<ul style="list-style-type: none"> • Health Technician oversees immunization records, vision and hearing screenings and administration of medication (4 and 5 year old Kindergartners only). • Instructional Aides and Nurses assist children with medical needs in the classroom. • A Preschool Assessment Team (Bilingual Speech Pathologist and School Psychologist) is located on the Las Palmas campus to assist with the identification of children with disabilities prior to Kindergarten enrollment. • A part-time Case Manager provides psychosocial assessments, referrals to community resources, emotional support, and arranges and coordinates appropriate referral services.
School Capacity	<ul style="list-style-type: none"> • CUSD School Readiness Initiative Program 	<ul style="list-style-type: none"> • CUSD ECE and Kindergarten programs are aligned through School Readiness Initiative program site articulation meetings, staff development and coaching.
School Readiness Program Infrastructure and Administration	<ul style="list-style-type: none"> • Inter-agency Collaborations • Intra-agency Collaborations 	<ul style="list-style-type: none"> • Positive working relationship with the City of San Clemente and Orange County Sheriff's Department. • Collaboration among CUSD Early Childhood Education, Community Education, English Language Development, and School Readiness Initiative

	<ul style="list-style-type: none"> Community Collaborations Administrative Support 	<p>programs.</p> <ul style="list-style-type: none"> Currently there is an empty classroom next to the preschool on the Las Palmas Elementary School campus. Carmen Alvarez, Bilingual Community Liaison at Las Palmas Elementary School works with families, community members & staff to provide assistance to families and create a stronger home and school link. Currently the Early Childhood Education Director, Site Principal and School Readiness Coordinator collaborate to provide support to preschool staff and children.
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2b. What new strategies and partners will be implemented to further address or expand/enhance the 5 “Essential and Coordinated Elements”?

The table on the following page represents new staff members or new duties from existing staff necessary to implement and operate the Learning Link.

5 Essential and Coordinated Elements for School Readiness	Partners	Strategies
Early Care and Education	<ul style="list-style-type: none"> CUSD Early Childhood Education 	<ul style="list-style-type: none"> A full-time Learning Link Coordinator will be hired to plan and implement parent & child education, coordinate daily interactions, facilitate center orientations, establish and update client records, & conduct clerical duties. Books, furniture, tapes, manipulatives, consumables, and resource materials will be purchased for the Learning Link program.
Parenting/Family Support	<ul style="list-style-type: none"> CUSD Family Resource Center Learning Link Parent Support Liaison 	<ul style="list-style-type: none"> A part-time bilingual Case Manager will be hired to provide psychosocial assessments, referrals to community resources, emotional support, and arrange and coordinate appropriate referral services. A Las Palmas parent will be hired to work part-time in the center & provide a link to the community. The parent will also serve on the Advisory committee.
Health and Social Services	<ul style="list-style-type: none"> CUSD Health Services CUSD Special Education Services Mission Hospital’s Bridges for Newborns 	<ul style="list-style-type: none"> A part-time bilingual Nurse will be hired to assist with immunizations, screenings, wellness, referrals and parent and child education. A part-time bilingual Speech Pathologist will be hired to conduct speech and language screenings of all Learning Link participants and assess those with potential delays. The Speech Pathologist will also conduct individual and small group language acquisition activities and parent education. CUSD will attempt to develop a referral partnership with Bridges, a local program that links families of newborns

	program & Maternal Outreach Management System (MOMS)	with health care coverage and community resources. A linkage will also be explored with the prenatal and infant development programs offered by MOMS.
School Capacity	<ul style="list-style-type: none"> • CUSD School Readiness Initiative Program 	<ul style="list-style-type: none"> • School Readiness Initiative Program staff will assist with room design, set-up, staff development and parent education.
School Readiness Program Infrastructure and Administration	<ul style="list-style-type: none"> • Intra-agency Collaborations • Inter-agency Collaborations • Community Collaborations • Administrative Support 	<ul style="list-style-type: none"> • As a School Readiness Pilot Program, CUSD Learning Link staff will be available to mentor other districts and agencies. • CUSD Facilities Department has identified a classroom on the Las Palmas Elementary School campus to house the Learning Link program. • The four CUSD preschool classes located on the Las Palmas campus will be invited to participate during class time in the Learning Link program each quarter. • Carmen Alvarez, Bilingual Community Liaison at Las Palmas Elementary School will work with families, community members and Learning Link staff to ensure collaborative governance. • A part-time Administrator will be hired to assist with staffing, data tracking, supervision, public relations, budget, program evaluation, and clerical duties. • A Consultant will be hired to assist with data tracking, program evaluations, and outside leveraging of funds. • A part-time clerk will be hired to handle paper work and help track all Learning Link participants.

2c. What are the specific roles and commitments provided by the participating schools?

Las Palmas Elementary School was selected to participate in the pilot program due to its underserved population and the willingness of staff to work collaboratively with the proposed School Readiness Pilot. Preliminary planning meetings have been held with the Site Principal, Community Liaison, and Preschool Teachers, and there is a high level of capacity, commitment and expertise. Las Palmas' Principal has over 20 years of experience working with disadvantaged, second language learners and has successfully implemented several programs to increase student achievement. The Bilingual Community Liaison has assisted parents and children at the school for several years and plays an integral part in facilitating home to school communication and family support services. The Preschool Teachers, who serve 96 children, are enthusiastic about the opportunity to collaborate with Learning Link staff to enhance school readiness, outreach, public relations and parent education.

A Learning Link Advisory Committee will be established and will include Learning Link staff, parents and members of the business and social services community in addition to school and district personnel. This Advisory Committee will meet monthly and will discuss services, operations, outreach strategies, public relations, and program evaluation.

Currently, there are strong county and district coordination efforts in place. The CUSD School Readiness Initiative program staff attends Orange County School Readiness Initiative meetings and has worked in collaboration with Program Managers and other School Readiness Coordinators to implement activities that are aligned with the Children and Families Commission's goals. Learning Link staff and site personnel will also work collaboratively with district and county School Readiness Initiative personnel to provide needed services, avoid duplication and enhance school readiness among Las Palmas children.

2d. How will coordination/integration of current and new services and resources for this School Readiness Program be addressed and supported?

Coordination and integration of current and new services and resources will be addressed and supported by all staff through a collaboration effort. All Learning Link staff and collaborating partners will be given training regarding all available services and referrals within and outside of the district. The Learning Link staff, collaborating partners, and Advisory Committee will develop an internal referral system to improve support and service accessibility targeted at high need children and parents.

Additionally, a part-time Nurse/Case Manager will be hired to assist with the internal referral system and be responsible for conducting psychosocial assessments, providing emotional support and making necessary referrals. Collaboration with Mission Hospital's Bridges home visitation program or MOMS prenatal program will help the Learning Link Nurse establish a referral base for preventive care, developmental screenings and immunization checks. These possible collaborations will help identify new parents who live in the Las Palmas Elementary district zone but have not had contact with the school community.

Several formal linkages have been established utilizing current district resources. The Directors of CUSD programs, who provide direct services to children ages 0-5, meet monthly to discuss current program services, the development of additional needed services and outreach strategies. These Directors represent the following departments: Community Education, Early Childhood Education, English Language Development, Family Resource Center, and School Readiness Initiative (see table on pages 9-10 for specific school readiness services provided by each department). The Learning Link staff will have a strong relationship with the CUSD School Readiness Initiative Program and the CUSD Family Resource Center. Both programs will offer in-kind services to design, set-up, and assist with the operation of the Learning Link center.

There will be several methods to identify children and parents for services. Preschool Teachers, Family Resource Center Counselor/ Case Manager, and Community Education Teachers will refer the highest need children and parents through the internal referral system. In addition, all preschool classes will visit and participate in the Learning Link center each quarter, the parents in the CAFÉ (Capistrano Affirms Family English) classes will receive a Learning Link orientation, and outreach strategies will be implemented at the Family Resource Center. Based on the screenings of all participants performed by the Learning Link Nurse/Case Manager and Bilingual Speech Pathologist, children and parents will be prioritized and referred for more in-depth assessment and direct services.

3. Operations

3a. How has/will collaborative planning and decision making be accomplished?

The primary operational goal of the Learning Link Program is to establish a comprehensive community of advisors who will offer their expertise to implement, operate, evaluate and improve the School Readiness pilot. An Advisory Committee will meet quarterly to discuss and plan program enhancements. This committee will also establish the evaluation process and review program results twice a year. Other partners will be involved in collaborative planning meetings to augment services offered to Learning Link participants. Below is a list of committed partners and how they will be involved with the center. This list is not exclusive, as more partners will be sought throughout the year.

- **County Commission** – Cinda Muckenthaler of the Children and Families Commission of Orange County has met with CUSD and has offered suggestions on the design of the program. CUSD's

relationship with Ms. Muckenthaler will be ongoing as she continues to guide the implementation of the Learning Link.

- **District Personnel** – CUSD’s Executive Director of Elementary Operations, Director of Early Childhood Education, Supervisor of the Family Resource Center, Director of the English Language Development Center, Principal of Community Education, Supervisor of the School Readiness Initiative Program, Principal of Las Palmas Elementary, and Community Liaison at Las Palmas Elementary have been a part of developing the program proposal. They will play a variety of roles for the Learning Link such as Advisory Committee Members, evaluators, service providers, staff trainers, and links to the targeted population.
- **Families-** A “Parent Team” will be formed to gather input from the Las Palmas community and publicize the Learning Link program. The team will have parent representation from different cultural and linguistic groups living in the community as well as parents of children with disabilities and special needs. The parent team will be a part of the Advisory Committee. They will also be asked to join staff leadership trainings.
- **Teachers** - A team of talented preschool and early elementary teachers (general and special education) will be formed to design the Learning Link center. They will also create a curriculum that is aligned with state standards for the various learning centers. The teachers will be paid additional assignment hours.
- **Health/ Social Services** – A district nurse will be hired part-time for the Learning Link. This nurse will also case manage clientele and refer families to counseling services, employment development providers, and a variety of social service agencies. Referrals will be tracked and a follow-up procedure will be implemented. Collaborations will be made with other health & social service organizations to broaden the Learning Link’s referral base. Additionally, staff from social service agencies will be asked to serve on the Advisory Committee.
- **Other Education Institutes** – The Learning Link staff will establish a working relationship with the six childcare agencies in the Las Palmas community. Agency Staff and children will be invited to participate in the Learning Link program. Collaborative events will take place each trimester.
- **Community Based Organizations/Businesses** – Community Based Organizations that work with CUSD’s Family Resource Center will be used for referrals and asked to serve on the Advisory Committee to offer their knowledge of the targeted population. Local businesses will be asked to donate materials to the Learning Link and to be on the Advisory Committee. Additionally, the Mayor of San Clemente will be asked to support the Learning Link Program by bringing in community leaders who are the stakeholders of the community and can support the project financially.

3b. How does your staffing and professional development support the results and strategies for the 5 “Essential and Coordinated Elements” for the children and families to be served?

The Learning Link Staff

The experience of the Learning Link staff covers the realm of early care and education, health, language acquisition, leadership, outreach, program design and set-up, fund leveraging and professional evaluation. This team was formed specifically to carry out the objectives and outcomes set forth in this proposal and linked with the 5 “Essential and Coordinated Elements.” Most of the staff will be bilingual, and all staff will be trained to understand the cultures within the Las Palmas community.

CUSD will hire a talented preschool teacher to be the Learning Link Coordinator. Not only will this person need to have been successful in the classroom, but he/she must also have a welcoming, outgoing personality to be able to draw families into the center and create an environment to which they will want to return. The Speech Pathologists and Nurse/Case Manager will screen Las Palmas families and collaborate with outside agencies to help families isolated from the school community. These positions will be supported by designated administrative personnel and consultants.

Professional Development

Staff and “Parent Team” volunteers will be trained through CUSD’s Professional Development Academy. Courses are offered five times throughout the year on such topics as “Leadership Development,” “Preschool to Kindergarten: Bridging the Gap,” “Children in Crisis,” and “Special Education Preschool Practices.” Staff will also attend the *California Association of the Education of the Young Child* conference as well as the *Orange County Association of the Education of the Young Child* conference. Learning Link staff will meet monthly to review program operations and changes. These meetings will provide a forum for additional staff training and for community partners to educate the staff.

CUSD School Readiness Pilot Program Budget			
5 Essential Elements	Description	CCFC School Readiness Pilot Funds	District Matching Funds
<i>Early Care and Education</i>	State-funded preschool – 4 classes-8 AM and 2 PM		\$175,000
	Learning Link Coordinator- coordinate daily interactions, facilitate center orientations, and plan/implement parent and child education.	\$45,000	
	CUSD Community Education- “Mommy and Me” classes		\$1,000 (District grants)
	Part-time Bilingual Speech Pathologist- language delay assessment, referrals, individual and small group language acquisition activities, & parent education.	\$38,000	

	Learning Link Supplies & Materials –books, furniture, audiotapes, manipulatives, consumables, & resource materials will be purchased for the center.	\$50,000	
<i>Parenting/Family Support Services</i>	Family Resource Center- Parent education, counseling services, case management, domestic violence prevention/ intervention, and medical referrals.		\$10,000 (FaCT Funds)
	CUSD Community Education-CAFÉ (Capistrano Affirms Family English), citizenship, teen parent program, and computer classes for Las Palmas community.		\$3,000 (District grants)
	Parent Support Liaison – interact/educate parents & children in the center, provide a link to the community, & serve on the Advisory Committee.	\$10,000	
	Additional Assignment for Parent Education	\$2,000	
<i>Health and Social Services</i>	Part-time Nurse/ Case Manager- screenings, referrals, immunizations, wellness, case management, & parent and child education.	\$36,000	
<i>Schools’ Readiness for Children</i>	CUSD Professional Development Academy- training for Learning Link staff		\$2,000 (Staff Development grant)
	School Readiness Initiative Program- facilitate Preschool to Kindergarten transition through staff development, coaching, and site articulation meetings.		\$5,000 (Prop 10 funds)
<i>School Readiness Program Infrastructure and Administration</i>	Part-time Learning Link Administrator- staffing, data tracking, supervision, public relations, oversee budget, program evaluations, and coordinate & facilitate Advisory Committee.	\$27,000	

	Learning Link Consultant -assist in set-up of program, data tracking & evaluation of program, and leveraging funds from outside sources (grants, business donations etc.).	\$27,000	
	Las Palmas Bilingual Community Liaison - full-time staff member to work with families, community members, and staff to provide assistance to families and create a stronger home and school link.		\$50,000
	Part-time Clerk - update client records, gather necessary information for data tracking, order and maintain supplies, and conduct other necessary clerical duties.	\$20,000	
	Learning Link Facility, Maintenance & Operations		\$15,000
	Additional Assignment for Center Set-up – room design and staff development	\$5,000	
	<u>Totals</u>	\$260,000	\$261,000